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0-1943

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management
FROM : Deputy Chief, Management Branch, A&M
SUBJECT: Proposed Administrative and Management Operating Procedure No. 3 (Services Branch).

DATE: 8 November 1948

1. The attached proposed Operating Procedure appears to be in good order, and in sufficient detail to be useable by field personnel.

2. The last sentence (page 5) is desired, but as to whether it is directed policy is for your determination.

3. The concurrences of interested parties have been secured as indicated on page 6.

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| Document No. | 013 |
| No Change In Class. | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Declassified | |
| Class. Changed To: | TS S C |
| Auth: | HR 70-2 |
| Date: | SEP 20 1978 |
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